

APPROVALS NEEDED FOR VARIOUS PERSONNEL ACTIONS
(Available T.O. Assumed)

1. FILL AN EXISTING POSITION (District/Section Head)
2. FILL AN EXISTING SUPERVISORY/MANAGERIAL LEVEL POSITION (District/Section Head)
3. FILL AN EXISTING ENGINEERING POSITION (District/Section Head, provided within allowance)
4. SIGNATURES ON POSITION DESCRIPTIONS
 - CREATE A NEW POSITION (District/Section Head + Assistant Secretary/ Undersecretary or Chief Engineer level approval)
 - UPDATE AN EXISTING POSITION (District/Section Head)
 - REQUEST A REALLOCATION OF AN EXISTING POSITION (District/Section Head)
5. JOB CHANGES (all go to SCHR)
 - CHANGE QUALIFICATIONS OR JOB SPECIFICATION (Assistant Secretary/Undersecretary or Chief Engineer level + all affected District/Section Heads)
 - CREATE A NEW JOB TITLE OR JOB SERIES (Assistant Secretary/Undersecretary or Chief Engineer level + all affected District/Section Heads)
 - INCREASE PAY GRADE OF EXISTING JOB TITLE OR JOB SERIES (Assistant Secretary/Undersecretary or Chief Engineer level + all affected District/Section Heads)
6. ORGANIZATIONAL ISSUES (all go to SCHR)
 - Revise organizational structure (Assistant Secretary/ Undersecretary or Chief Engineer level)
7. OTHER PERSONNEL ACTIONS
 - DETAIL AN EMPLOYEE (District/Section Head)
 - EXTEND THE DETAIL OF AN EMPLOYEE BEYOND ONE YEAR (Assistant Secretary/Undersecretary or Chief Engineer level)
 - APPOINT ON A RESTRICTED APPOINTMENT (Assistant Secretary/Chief Engineer + Undersecretary and Secretary)

- REEMPLOY A RETIREE (Assistant Secretary/Chief Engineer + Undersecretary and Secretary)
- PROMOTIONS/HIRES BELOW AS 620, PS 116, TS 315, or WS 221 level (District/Section Head)
- PROMOTIONS/HIRES AT OR ABOVE AS 620, PS 116, TS 315, or WS 221 (Assistant Secretary/Chief Engineer or Undersecretary + Secretary)
- DOUBLE ENCUMBER POSITION (District/Section Head)